

Administrative Clerk, GS-5

Incumbent: [REDACTED]

25X1A9a

Reports Division (D/R), O/RR
Office of the Chief

As Administrative Clerk, D/R, O/RR, is responsible to the Chief, D/R for details connected with the internal administration of D/R. Must be thoroughly familiar with administrative and office procedures and O/RR staff procedures and keep the Chief, D/R, advised of required administrative reports and actions. Maintains the administrative records and files, including CIA Notices and General Orders, Administrative Instructions, O/RR Office Procedures (Instructions and Orders), D/R Personnel Records, and such other files and lists as the Chief, D/R, may direct. Keeps the time and attendance records. Acts as Information Control and Assistant Top Secret Control Officer, logging all material coming into and going out of D/R. Acts also as liaison between D/R and the O/RR administrative staff.

Acts as Accountable Officer of D/R for the requisition and procurement of equipment, supplies, and services. Is responsible for the maintenance of equipment and for seeing that necessary repairs are effected. Is also responsible for arranging details of moving the division offices when this is required.

Acts as receptionist for D/R, receives and refers telephone calls and messages, and handles routine matters on her own initiative.

Transmits reports to the reproduction unit, and disseminates D/R publications as directed.

Types for the Chief, D/R, and for the Chiefs of the Branches as required. Assists in the typing of D/R publications and in proofreading. Assists in typing ditto sheets and in running the ditto machine.

Requires initiative and a mature approach in surmounting problems, utilizing despatch, tact, and courtesy.